

Town of Crystal Bay

Regular Board Meeting
Clair Nelson Community Center
6866 Cramer Road Finland, MN 55603

Minutes

March 17th, 2026

- I. **Attendance:** Stacy Breden, Amy Nikula, Arlene Conzelman, Michael Nikula, Colby Abazs, Randy Josephson, Terri Perfetto, Douglas Perfetto, Jenny Ramsdell, Tyler Ellefson, Jon Nelson, Tracy Chaplin, Jon Goette, B.J. Kohlstedt, Sarah Mayer, Vaughn Hoff, Brock LeBlanc, Paul Hartshorn, Roger Peterson, Yvonne Stallard, Steve Stallard, Pamela Puskala, Joel Dale, Rachel Clark, Ben Klemmer, Lise Abazs
 - A. Supervisor Hartshorn called the Regular Meeting of the Crystal Bay Town Board to order at 6:00 pm with the Pledge of allegiance.
 - B. In Pursuant with Open Meeting Recording Policy Number 5-2025-04 the Town Clerk will be recording this town meeting including any attendee participation. Once the Agenda is approved the Town Board cannot jump around.
 - C. MOTION: To approve the March Regular Meeting Agenda Motioned by Supervisor Peterson, Seconded by Supervisor Nikula , Passed by unanimous consent.
 - D. MOTION: To approve February Regular Meeting Minutes. Motioned by Supervisor Nikula, Seconded by Supervisor Peterson , Passed by unanimous consent.
 - E. MOTION: To approve February's Board of Audit Meeting Minutes. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
 - F. MONTHLY TREASURER'S REPORT:
 - i. Income
 - a. Received Taconite Tax Credit (\$13,891) and Annual Road Allotment (\$8,900).
 - b. Received Garage rental fee (\$1,200) and Cemetery lot fees (\$500)
 - c. Savings interest (\$87).
 - ii. Expense
 - a. General Government - Payroll for Supervisors (\$334), Treasurer (\$621), and Clerk (\$5,184). Other government expenses: monthly payroll fees (\$90), printer expenses including paper and ink for clerk's printer (\$536), clerk office supplies (\$264), and legal service expenses related to the road assistant hiring (\$799).
 - b. Public Works: Road & Bridge - Payroll included 46 hours for Road Supervisor (\$1,490), garage propane (\$478) and electricity (\$104), equipment maintenance (\$468), and fuel (\$148). Grader loan interest (\$902).
 - c. Culture & Recreation - Town Hall costs included Friends of Finland annual contract payment (\$8,500), payroll for 2 hours (\$43), and annual fire inspection (\$932). Utilities costs for

town hall electricity (\$1,184), triangle electricity (\$68), and septic pumping (\$480).

- d. Miscellaneous cost (\$22) is a disputed credit card charge.
- e. No Public Safety, Housing, or Cemetery costs this month.
 - f. Included in the above expenses are EFT payments for Visa (\$421), Amazon (\$383), Grader Loan (\$1952) and Payroll Liabilities (\$2,392).

iii. Balance Sheet:

- a. The checking account is at \$196,346 with all funds still showing a positive balance. Note that the Community Projects Fund contains \$7,347 restricted grant funds.
- b. Savings accounts total \$37,966, including Rotating Loan Funds available \$26,422.
- c. Quarterly payroll liabilities due are \$110.
- d. The Township's Grader Loan outstanding balance due is \$131,860.

iv. Summary:

- a. February expenses totalled \$22,647, about \$2000 less than our income so we didn't lose any ground on fund balances.
- b. The total budget from July 2025-February 2026 was \$22,000 over budget BUT looking ahead at March expenses (almost \$10,000 higher than February) we are now \$32,000 over budget. There were extra meetings in March payroll and Road & Bridge costs included overtime and contractor payments that are not budgeted for.
- c. Cash flow projection at current rate of spending shows July 2026 beginning balance of \$100,000.

MOTION: To approve the Monthly Treasurer's Report . Motioned by Supervisor Nikula , Seconded by Supervisor Peterson, Passed by unanimous consent.

- G. MOTION to approve March bills for a total of \$ 16,435.91 Motioned by Supervisor Peterson Seconded by Supervisor Nikula , Passed by unanimous consent.
- H. MOTION to approve March regular monthly pay claims for a gross total pay of \$14,600.00 Motioned by Supervisor Niklua , Seconded by Supervisor Peterson, Passed by unanimous consent
- I. Conflict of Interest Affidavits signed for the Clerk and Officer files.
 - 1. Paul Hartshorn; Roads Worker in the amount of \$130.00
- J. Board reviews correspondence from Town

II. Guests:

- A. Joel Dale with the Air Force Duluth Chapter attended to ask the Town Board if they would consider collaborating with them on a project placing a Memorial in Crystal Bay Township. Since the Finland Air Base Station played an important part in the Cold War maybe Crystal Bay Township would be a good fit? This would consist of a slab of granite about 6 feet tall (in the shape of Minnesota) that would have the locations and names of the various units associated with the air defense of Minnesota engraved in/on it. Supervisor Nikula mentioned funding would be at no cost to the Township? Joel confirmed that it would be at no cost.. Lise asked where it would go? Joel said the group would have to work with the Town on that. Supervisor Hartshorn

mentioned maybe the @ the Triangle next to the current plaque?

- B. Housing Commission Applicants had the floor to speak to the Town Board asking them to consider the Housing Commission for a second Term. Tracy Chaplin with RSDP/UofM spoke in favor of the Committee and to the progress it has made. Also including the opportunity for \$8K more in grant funding to help the project along with its next phase. Interested Applicants Speaking in support of the Commission were: Sara Mayer former Vice Chair spoke to advocate for the group and is excited to get back at it. Coby Abazs expressed his excitement for the tangible pathways forward for the possible second commission of this project. Rachel Clark is excited about the continuation, B.J. Kohlstedt wants to support the commission and is interested since it fulfills an interest in the Crystal Bay Township Comprehensive Plan.
- C. Bob Buus was not present.
- D. Pamela Puskala, owner of Four Seasons Restaurant was there in support of Bob Buus but since he was not able to attend Pam instead asks for support on any conversations that take place over the next year regarding the Urho Celebration. Pam thanked the Board for purchasing porta potties for the event as it was a great help to the Septic System at Four Seasons during this event.
- E. Jon Nelson passed on his comment period.
- F. Beaver Bay Township Board Chair Tyler Ellefson addressed the Crystal Bay Town Board stating that they know there are some comparisons being tossed around between the Two Townships in regards to the Road and Bridge funds. Beaver Bay Township is in no way obligated to provide numbers through invoices; however they have provided figures for Crystal Bays Planning Commission to compare while they go about accessing the Crystal Bay R&B Fund. Tyler asked the Town Board that if the figures are used in an equally shared way they are conveyed accurately. Lise thanks Tyler and Jenny for the information, and Supervisor Hartshorn reiterates that the Town Board is considering Contracting vs Managing R&B as a Township. Supervisor Nikula thanks them, and Supervisor Peterson relays that we are also asking other Townships for their information as well. Jenny Ramsdell Beaver Bay Town Clerk asks that if figures are requested please ask Stacy to relay the request to Jenny so the communication stays Clerk to Clerk, thus having less channels of information going at one time.

III. Reports (5 minutes each)

- A. Clerk's Report :
 - i. Office Housekeeping
 - a. I will not be at April's Monthly Meeting/ Lise said she will take minutes for the board. Reminder the Committee of the Whole (hosting the County) is that evening at 5pm.
 - b. Annual Meeting was this month
 - c. QuickBooks was unable to be renewed, due to the VISA Cancellation. We were previously operating on an old version of QB Desktop that they discontinue. After the upgrade we are paying around 3K for QuickBooks which is slightly higher than

last year. I am going to try to get a refund of sales tax as soon as I see the bill.

- i. Lise and I discussed this cost and she may be looking into CTAS as time allows.
 - ii. CTAS is the Free online format for Townships.
 - iii. We were refunded the fraud charges on the VISA from last month.
 - d. Reminder to Crystal Bay residents Seats B and C are up for election this year, as well as our Town Treasurer seat. More information will be coming on that once the County gives me election details, Supervisor Hartshorn announced at the Annual Meeting he will not be running for either seat.
 - e. Planning Commission Seat A will be up in May.
 - i. The Town needs to discuss how that will be arranged, either from within or post for appointment.
 - f. Supervisor Peterson completed the Board of Appeal and Equalization training.
 - g. I had a data request from Brock LeBlanc this month that was fulfilled.
 - h. Notary Services were utilized once this month.
 - i. Hours averaged per week this month were 40.
- ii. Town Hall (Clair Nelson Center)
 - a. Superior Septic re: certified payroll;
 - i. Dave has requested to speak with a Supervisor. When I called him about this month's pumping bill he said he was waiting to speak to Roger. Dave communicated with me via email that he is hesitant to provide the required information we are requesting for IRRRB reimbursement. We can discuss this farther down the agenda.
 - b. We have reached our 1-year contractual mark with the new administration running Friends of Finland. Arlene and I have revisited the contract to look at areas we can adjust. I have attached our recommendations to this report and we can look at amending farther down the Agenda.
 - c. Arlene and Kyle sent me the yearly Door Code update (that is present in the Communications folder for you to view) If you have questions or concerns please see Kyle.
- iii. Road & Bridge:
 - a. Several upset residents after the Feb 18th storm emailed into the Clerk's Office. I will have them listed in Public Concerns. Full emailed Complaints will be filed with original minutes.
 - b. Other areas to chat about further down in the meeting are employees vs. contractors vs. volunteers as well as making sure only employees or licensed contractors are helping in the Town Garage.

- c. Due to the tabling of the Gravel Topic last month, the Township didn't make it into the Lake County summer bidding. However, Jason said the following in an email:
 - i. The County could add extra material in Cramer Pit or possibly Lax Lake Pit, but Jason knows that it has been noted as not very convenient in the past.
 - ii. Further down in Road and Bridge: If the Town would like this to happen, I need to know asap so I can have that conversation with Jason.
- iv. Cemetery:
 - a. Emailed with Jack Pichotta re: an interment that wasn;t mailed out- I mailed to him on the 12th of March.
- v. Housing:
 - a. Working on a possible re-organization this month was roughly 5hrs between emailing conversations and setting up for the possible expansion or the Committee from 5 to 7.
- vi. Fire Department:
 - a. The Town received a letter from Costley & Morris. In response to my letter dated 1/12/26 regarding the fire hall property and current ownership status Timothy Costley has been retained by the Finland Fire Department and requested a supervisor got a hold of him. Supervisor Peterson volunteered. This Topic is on the Agenda further down.
- vii. Planning Commission:
 - a. The Planning Commission reorganized on 3/9/26 @4pm @the Clair Nelson Center.
 Roger Peterson is the Chair, and our meetings are scheduled for Thursdays March 19th, April 2nd, April 16th & April 30th from 4pm-5pm at the Clair Nelson Center. These meetings are open to the public, and this committee is currently looking at a cost analysis of our Road and Bridge Department. This Committee will present its recommendations to the Town Board for consideration. Please attend if you would like to follow along the process.
- viii. The Town of Crystal Bay is eligible to receive 8K to help support follow-up activities related to ESMC work. The Town Clerk just needs to email in an invoice requesting and they will process payment as soon as it's received. The clerk asks for a MOTION to Invoice. MOTION to invoice and accept 8K from NRSDP for ESMC implementation funds. Motioned by Supervisor Peterson , Seconded by Supervisor Hartshorn , Passed by unanimous consent
- ix. MOTION to accept Resolution 3.2026.07 for Crystal Bay Planning Commission to continue on for a 2nd / 6month term with the applicants as applied. Discussion: Supervisor Nikula would like the Housing Commission to hitch their wagon to the County, but majority rules. Supervisor Peterson reiterates that the Town can reassess in 6months time. Motioned by Supervisor Peterson , Seconded by Supervisor Hartshorn, Mike Nikula Opposed - MOTION PASSES
 MOTION to Schedule the Crystal Bay Housing Commissions reorganizational meeting for Tuesday March 24th,2026 at 6pm at the Clair Nelson Center located at 6866 Cramer Road in Finland MN 55603. For the Purpose of Reorganization

only. Motioned by Supervisor Peterson, Seconded by Supervisor Nikula ,
Passed by unanimous consent

B. Supervisor Updates:

- i. Paul is resigning from the Summer grounds worker position. Supervisor Peterson asks if there should be advertising for this. Supervisor Nikula asks if Harper would be interested, Clerk states previously the position was Grounds Worker and encompassed both Winter and Summer. It would really be a Board Decision if you want to stick with that and offer it year round to Harper, he is PERA EXEMPT since he is a Minor in school. Supervisor Peterson asks to put that on April's Agenda.
- ii. Lake County Clinic Board- Put on Fall's Agenda, but Paul could stay on the Board even if he is not a Supervisor should the Town choose to go that route.
- iii. MOTION to name Seat A to a 4 year term to the Planning Commission Board Motioned by Supervisor Hartshorn, Seconded by Supervisor Nikula , Supervisor Peterson Abstained - MOTION PASSES

C. Road and Bridge: Doug

- i. Grader- Friday 3/13/26 afternoon on Menace the transmission was acting funny. Later on was stuck on County Rd 7, Tyler McMillian helped them jump it, got it to the Town garage and called Zigler and ordered batteries replacing them on Saturday and it runs well now.
- ii. The Town Garage roof is leaking, Supervisor Peterson will look at it.
- iii. Single Axel will need to be DOT'd in Duluth. Tandem will need to be talked about before summer.
- iv. Discussion was had by the board re: contractors vs employees and Clerk Breden stressed the importance for anyone on the garage property to be properly insured whether employee or contractor. Lise states: if there is another hired helper Doug needs to look at reducing his hours to reflect the other employer for budgeting reasons. MOTION: to hire Andy as a Temp worker for Road and Bridge. Motioned by Supervisor Peterson, Seconded by Supervisor Hartshorn, passed by unanimous consent.
- v. Discussion of Additional Road and Bridge Plowing Expenses from 3/18/26 Storm. Lise reiterates the big storms put us over budget and the more people called in to help means that Pudgy should work less hours. Supervisor Peterson states that may not be correct because in a big storm snow needs moving either way and we need bodies to help. Discussing the big storm, Doug states that Jon says this is too much for one guy. Doug says he needs to slow down and all the guys are helping him, and that he can cut in the summer but not in the Winter. Lise says it's her job to watch the numbers and see that things are managed in a sustainable way and she doesn't see direction from the board. Supervisor Peterson and Hartshorn state that it's difficult to cut in the winter and easier in the summer.
- vi. Gravel Crushing Summer of 26
We have 3K yards of 3inch minus and 2k of Class 5. Park Hill and Leskinen need gravel. Need 5K yards at Lax Lake Pit- Motion to purchase 5k of class 5 from county at lax lake pit. Supervisor Hartshorn, Seconded by Supervisor Nikula, passed by unanimous consent.

- vii. Doug thanks Jon Goette for helping him with the Grader fix.
- D. Cemetery
 - a. This summer he would like to move the archway. Hartshorn would donate H beams that are 7 or 7.5 feet tall if needed.
- E. Friends of Finland
 - i. Regular Activities include:
 - a. Monday's 9:15am Bone Builders & 7:30pm AA
 - b. Tuesday's 8:30am to 4pm Tuesday Talents Craft Group
 - c. Wednesday's 9:15am Bone Builders
 - d. Thursday's 6pm to 9pm Youth Night
 - i. Feb 5- 40 kids
 - ii. Feb 12 - 34 kids
 - iii. Feb 19 - Cancelled
 - iv. Feb 26- 31 kids
 - ii. Regular Monthly Activities and Upcoming Events
 - a. NSAP Senior Lunch is on the 2nd Wednesday every month @ 11:30am
 - b. March Potluck is on 29th
 - c. Last Winter Farmers Markets is in April.
 - iii. Building:
 - a. There was 1 paid rental for \$600 in February 2026
 - b. There was a slow leak in the fill valve of one of the men's toilets. Valve was replaced.
 - c. The outside bathroom is still acting up. FOF would like to know how the town wants to handle this. It was discussed in the fall during septic discussions. Never got a clear direction to go on that. Will have prices for replacement options. Supervisor Peterson asked for prices.
 - d. **OTHER :** Work on the replacement of the softball fence is set to start on May 1st, 2nd & 3rd by FOF, Finland Fire Department and softball players. All volunteers doing the work. Equipment and supply costs are funded from the Blandin Foundation. Anyone who would like to help please call 353-0300.
 - iv. MOTION TO Amend the Management Contract taking out Section 2c. Under AGREEMENT that states the Supervisors will do a quarterly walk though of the Clair Nelson Center with the Managers. Adding under AGREEMENTS #3 D attaching an Exhibit B which is an Inventory list, stating that items on this list are the responsibility of the Township to pay for if they need servicing, repair or replacement. Under 16 Office and Records D. Changing the Managers Report due date from the 5th of each month to the 2nd Wednesday of each month. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent

IV. Old Business:

- A. Septic Update: Supervisor Peterson will talk to Chris with IRRRB again. It's not sounds promising that Superior Septic will want to submit payroll for the Town to get reimbursed.

- B. MOTION to approve Hiring Policy Resolution 1.2026.01 Motioned by Supervisor Nikula ,
Seconded by Supervisor Peterson, Passed by unanimous consent. .
- C. MOTION to amend Resolution 2.2026.04 Conflict of Interest with Garage Worker Paul raising
wage to \$30.00 per hour to reflect the Job Description. Motioned by Supervisor Roger ,
Seconded by Supervisor Nikula, Supervisor Hartshorn Abstains- MOTION PASSED
- D. Finland Fire Department has retained Tim Costley for services pertaining to the January 12th
letter regarding the Fire Hall Buildings and Property. Roger will call Costley again, as they are
playing phone tag.

V. New Business

- A. Donation requests from Annual Meeting
 - 1. MOTION to approve a donation of 1,000.00 to North Shore Area Partners Motioned by
Supervisor Nikula , Seconded by Supervisor Peterson, Passed by unanimous consent.
 - 2. MOTION to approve a donation of 1,000.00 to Silver Bay Library Motioned by Supervisor
Peterson, Seconded by Supervisor Nikula, Passed by unanimous consent.
 - 3. MOTION to approve a donation of 1,000.00 Finland Historical Society Motioned by
Supervisor Hartshorn , Seconded by Supervisor Peterson , Passed by unanimous
consent.
- B. Sign Amended Job Descriptions/ Policies to reflect wage increases approved at February Monthly
Meeting
 - 1. Roads Worker \$ 30.00 per hr
 - 2. Roads Foreman \$35.00 per hour
 - 3. Amending Compensation Policy Resolution 2024-02reflecting the above positions and
wages Motioned by Supervisor Peterson, Seconded by Supervisor Nikula, Passed by
unanimous consent.

VI. Public Concerns:

- A. The clerk received 2 emails from citizens of Crystal Bay Township and will summarize due to
language.
 - 1. Haley Yoki resides on Riverside Drive and was concerned about her road not being
plowed at 1pm on the 18th. She also wants to relay that this type of thing seems to
happen every snow storm.
 - 2. Aaron Davies sent correspondence through our Website. Aaron resides on Cooper Road
and was concerned about his road not being plowed in a timely fashion.
 - 3. Colby Abazs would like to have the Compensation Policy , as well as other job
descriptions be Publicly Accessible, whether that is online or in the clerk's office. Clerk
Breden states everything is accessible with a request, either emailed or verbal. Colby
requests to have the Compensation Plan and all Job descriptions, Supervisor Peterson
says he can have his draft copies. Colby wants on the record that we are more than 6
months into the year and we are significantly over budget. We have elected you to be
fiscally responsible for our tax dollars. We just approved an increase to the Levy and I
expect you all to stay within the budget. And I don't see that happening with the current
trend of 32K over the budget so far. I want to raise that concern and ask you all to do the
hard work ahead.
 - 4. Brock Leblanc would like to see the Pickup parked at the Town Garage until its needed
for Township business. He also would like to say he decided to not work on the town

equipment due to a comment made bringing in politics between the Fire Department and the Town, which has nothing to do with him DOT (ing) for the Town. He doesn't want to deal with small town politics.

5. Randy Josephson : Where is the Taconite Tax money going? Lise states it gets split out into the same percentage of our Levy. Randy asks if we can put that 14K into the CD for 5 months? Conversation around CD's was had.. Lise offered to check on CD's at the NSFCU for the next meeting.

VI. CLOSE MEETING: MOTION: to adjourn the meeting at 7:39pm until April 21st , 2026 at 6:00 p.m. at the Clair Nelson Community Center. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.

_____ date: _____
Paul Hartshorn

_____ date: _____
Michael Nikula

_____ date: _____
Roger Peterson

Attested to this 21st day of April, 2026

Stacy Breden- Town Clerk